

Sam Houston State University Human Resources

Employee Notification of State and Federal Legislation and Human Resources Information Acknowledgment

According to the State Laws enacted by the Fifty-second, the Sixty-fifth, Seventy-fifth and Eighty-second Texas State Legislatures, the Head of each State agency is required to provide new employees with certain legislation and obtain an acknowledgment receipt for the information. The Human Resources Department web site serves as official notification regarding federal and state legislation and Human Resources related information. As a new employee, it is your responsibility to access each of the topics listed below from the Employee Notification of State and Federal Legislation and Human Resources Information page (http://www.shsu.edu/~hrd_www/notification/) located on the Human Resources Department web site in order to familiarize yourself with the legislation and information provided. Employees are encouraged to review this website periodically for any changes.

◆Denotes topic for benefit eligible employees only.

Chapter VIII Ethics Policy for Regents and Employees of Texas State University System (TSUS)

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) ◆

Equal Employment Opportunity Required Training for State Employees and other required training

Health Insurance Portability and Accountability Act (HIPAA)

Affordable Care Act

Title IX

Drug Free Schools and Communities

Employee Crime Victim Identification Election: In accordance with HB 1027, information will be withheld that would identify me as a crime victim, including a photograph or other visual representation.

Employee Notice of Network Requirements (Workers' Compensation Notice)

Employees Retirement System of Texas (ERS) Texas Employees Group Benefits Program (GBP) ◆

Employer's Notice to New Employees (Workers' Compensation Notification)

Family Educational Rights and Privacy Act (FERPA)

General Retirement Programs:

Teacher Retirement System (TRS) ◆

Optional Retirement Program (ORP) ◆

Supplemental Retirement Program (SRP) -- Voluntary and available through tax sheltered payroll deduction

Retirement Program Forms, Plan Documents, Plan Vendors, Notices, and Reference Guides

Holiday Schedule

Human Resources Policies, including:

- HR Policy ER-4 – Affirmative Action Plan
- HR Policy ER-7 – Discrimination, Sexual Harassment, and Equal Employment Opportunity (EEO)

Identification (ID) Card – BearKat OneCard

Information Security User Guide

Mandatory Legislation Acknowledgment

- (1) Political Aid & Legislation Influence Prohibited -Section 5, Article V, House Bill No.1 of the Seventy-second Legislature,
- (2) Property Accounting System -Sections 8.01-8.10, Article 8 of Vernon's Texas Civil Statutes, and
- (3) Standards of Conduct -Section 6. (1) - (5), Article IX, House Bill No.1 of the Seventy- fifth Legislature.

Multiple State Employment Form (only complete if applicable)

New Employee Benefits Orientation Schedule ◆

Payroll Information

Release of Personal Information

Summary of Benefits ◆

Texas State University System Compliance and Ethics Line

This is to certify that I have received a copy of the above referenced list. I understand that it is my responsibility as a new employee of Sam Houston State University to familiarize myself with the legislation and information provided on the Human Resources Department web site. It is also my responsibility to periodically review the information for any changes.

Employee Signature: _____

Date: ____/____/____

Print Employee Name: _____

Sam ID#: _____

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*** *Employee Copy* ***

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